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## BOARD OF SELECTMEN – SEPTEMBER 17, 2013

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### **I. Call to Order/Roll Call**

Chairman Alex Vispoli called the Special Meeting of the Board of Selectmen to order at 6:32 P.M. in the Selectmen's Conference Room at the Town Offices. Roll call: Chairman Alex Vispoli-Y and Selectmen Brian Major-Y, Mary Lyman-Y and Paul Salafia-Y. Also present: Town Manager Reginald S. Stapczynski. The meeting was duly posted and cable-cast live.

### **II. Opening Ceremonies**

Chairman Vispoli led the members in a Moment of Silence followed by the Pledge of Allegiance.

### **III. Communications/Announcements/Liaison Reports**

Selectman Salafia suggested the Board formulate a plan to organize an Andover Day for Habitat for Humanity.

Selectman Lyman requested the Town Accountant/Assistant Finance Director position be placed on the agenda for the next meeting. She also asked the Town Manager to look into what the cost would be to upgrade the kitchen at the Town House to encourage more use of the rental space or consider readjusting the current rental fees to reflect non-use of the kitchen.

### **IV. Citizen's Petitions and Presentations**

Mary Carbone, 3 Cyr Circle, said she feels it is time to concentrate on working on the Town Yard.

Mike Rolli, 2 College Circle, asked how the Board plans to proceed with the Town Yard project and what the vote at the 2013 Annual Town Meeting represented.

Chairman Vispoli reported the Board understands the importance of solving the Town Yard location and will address the issue at a future meeting.

### **V. Regular Business of the Board**

#### **A. Andover Youth Center**

Town Counsel Thomas Urbelis requested that the Board vote on the finalization of the Agreement between the Town and the Andover Youth Foundation. Changes were made in Section 3.4 of the Agreement to reflect the revised dollar amount of \$2,858,000 which accounts for the money already contributed and includes the \$700K approved at the Special Town Meeting, \$1230K from the Youth Services Gift Account, and the \$35K for the CIP Project; the original \$2M was previously voted.

Selectman Salafia moved that the Board of Selectmen vote to change the Agreement between the Town and the Andover Youth Foundation signed by the Board on August

21, 2013 as follows: In Section 3.4 change “\$2.0 Million Dollars” to “\$2,858,000”. The motion was seconded by Selectman Major and voted 4-0 to approve.

B. Town Manager Goals

The Board will send their input on the Town Manager’s goals to Chairman Vispoli to be finalized. The Town Manager is putting together a goal for Customer Service, Town Yard and the Ballardvale Fire Station and how these goals can be measured.

C. Shawsheen River Gauge – **Tabled** – No information available due to the Federal Government Shutdown

D. FY-2015 Budget

The Board talked about ideas to improve and streamline the annual Budget process, how to reduce the number of meetings held during Budget season and how to complete department presentations within a two-week period. Suggestions included: Saturday meetings for Department Budget reviews; appropriate time limits for presentations depending upon need; review and revise the Budget template used by Departments; ask that presentations focus on the short/long term changes – if appropriate. Have Department Heads present to a sub-committee who would present back to the Board; it was also noted that the Department Head presentations are important and worthy of the Board’s time. In addition, a Saturday Annual Town Meeting should be considered as well as use of the Collins Center instead of the Collins Field House. The Board will discuss the Budget timeline and process with the School Committee and Finance Committee at the Tri-Board Meeting scheduled for October 21<sup>st</sup>.

VI. Adjournment

At 7:26 P.M., Selectman Salafia moved that the Board of Selectmen vote to go into Executive Session for confidential communication with Town Counsel and to discuss litigation strategy regarding Raagini v. Andover and that the Chairman declare that an Open Session would be detrimental to the Town’s litigation strategy position and not to return to Open Session. The motion was seconded by Selectman Lyman and voted 4-0 to approve: Roll call: Mary Lyman-Y, Paul Salafia-Y, Brian Major-Y and Alex Vispoli-Y. The Chairman so declared an Open Session would be detrimental to the Town’s position.

Respectfully submitted,

Dee DeLorenzo, Recording Secretary